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#### Contract Database Metadata Elements

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Union: **Sauquoit Valley Teachers Association**

Local:

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6130\_06302003

Sauquoit Valley Central School  
District And Sauquoit Valley Teachers  
Assn

553 SV  
17220 TR

# PROFESSIONAL AGREEMENT

Between

SAUQUOIT VALLEY TEACHERS ASSOCIATION

and the

CHIEF SCHOOL ADMINISTRATOR

of the

SAUQUOIT VALLEY CENTRAL SCHOOL

Sauquoit, New York 13456

July 1, 2000 - June 30, 2003

NYS PUBLIC EMPLOYMENT RELATIONS BOARD  
RECEIVED

MAY 18 2001

CONCILIATION

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## ARTICLE I

### DECLARATION OF PRINCIPLES

#### SECTION 1. RECOGNITION.

The Board, in order to recognize a teacher organization as exclusive representative of teaching personnel requires satisfactory evidence that the organization in fact represents a majority of such employees. Such evidence shall be in the form of a notarized statement of a membership list, or dues deduction authorizations. In the event of a challenge the Board will proceed according to the regulations of the Public Employees Relations Board established under Article 14 of the Civil Service Law. By virtue of satisfactory evidence submitted by the Association to the Board that the Association does represent the majority of the professional employees in the district, the Board hereby recognizes the Association, NYSUT, and AFT Local No. 2987 as the exclusive negotiating agent for all certified personnel except those positions requiring more than 1/2 of their services to be performed in an administrative or supervisory capacity, shall be included within the Instructional Negotiating Unit. This recognition will continue as long as the Association maintains a majority showing of interest of eligible employees or until such time as there appears a challenge to such recognition in accordance with the rules and procedures established by the New York State Public Employment Relations Board.

#### SECTION 2. DURATION.

This agreement shall be effective from July 1, 2000 to June 30, 2003.

## ARTICLE II

### DEFINITIONS

- SECTION 1. The term "Board" means the SVCS Board of Education.
- SECTION 2. The term "legislative body" means the SVCS Board of Education.
- SECTION 3. The term "Association" means the SVCS Teachers Association.
- SECTION 4. The term "C.S.A." is the abbreviation for Chief School Administrator which means the Superintendent in the SVCS district.
- SECTION 5. The term "terms and conditions of employment" means salaries, wages, hours, and other terms and conditions of employment.

SECTION 6. The term "strike" means any strike or other concerted stoppage of work or slowdown by those professional employees of the SVCS District who are represented by the Association.

SECTION 7. The term "agreement" means the result of the exchange of mutual promises between the Chief School Administrator or his designated representative(s) and the employee organization representing the professional teaching staff of the school district which becomes a binding contract, for the period set forth therein, except as to any provisions therein which require approval by the Board, and as to those provisions, shall become binding when the Board gives its approval.

### ARTICLE III

#### PROCEDURES FOR CONDUCTING NEGOTIATIONS

##### SECTION 1. NEGOTIATING TEAMS.

The C.S.A. or his designated representative(s) will meet with representatives designated by the Association for the purpose of discussing and reaching mutually satisfactory agreements.

##### SECTION 2. OPENING NEGOTIATIONS.

Negotiations shall be opened by a written request from the Association to the C.S.A. This request will be for the sole purpose of determining future meeting dates and sites. A mutually acceptable meeting date for the first meeting shall be set not more than 15 days following such request. In any given school year, such request shall be made no later than December 1. All proposals for discussion shall be submitted in writing by the Association to the C.S.A. or his delegated representative(s) at the first meeting. All proposals for discussion shall be submitted to the Association from the C.S.A. or his delegated representative(s) at the second meeting. The second meeting and all necessary subsequent meetings shall be called at times mutually agreed by the parties.

##### SECTION 3. NEGOTIATING PROCEDURES.

The C.S.A. or his designated representative(s) shall meet at such mutually agreed upon places and times with representatives of the Association for the purpose of effecting a free exchange of facts, opinions, proposals and counter-proposals in an effort to reach mutual understanding and agreement. Both parties agree to conduct such negotiations in good faith and to deal openly and fairly with each other on all matters. Following the initial meetings as described in paragraph 2 above, such additional meetings shall be held as the parties may require to reach an understanding of the issue(s) or until an impasse is reached.

##### SECTION 4. EXCHANGE OF INFORMATION.

Both parties and/or the Chief School Administrator shall furnish each other, upon reasonable request, all available non-privileged information pertinent to the issue(s) under consideration.

## SECTION 5.

### REACHING AGREEMENT.

The only official summary from these meetings shall be:

- A. Items fully agreed upon by both teams, both in content and wording, contained in the summary of each negotiating session.
- B. Items of stalemate carefully worded so as to express these exact points of dispute. These will be contained in the summary for each negotiating session.
- C. The chief negotiator from each team will initial the above summary as a true record of proceedings.
- D. No public pronouncements regarding the negotiations shall be made by any member of either negotiating team during the course of negotiations.
- E. When agreement has been reached, this agreement will be submitted to the Association. Following approval by the Association membership and by the C.S.A., the Association President and the C.S.A. will sign the agreement for the period set forth.
- F. "IT IS AGREED BY AND BETWEEN THE PARTIES THAT ANY PROVISION OF THIS AGREEMENT REQUIRING LEGISLATIVE ACTION TO PERMIT ITS IMPLEMENTATION BY AMENDMENT OF LAW OR BY PROVIDING THE ADDITIONAL FUNDS THEREFOR, SHALL NOT BECOME EFFECTIVE UNTIL THE APPROPRIATE LEGISLATIVE BODY HAS GIVEN APPROVAL."  
(Taylor Law Amendment 204-a).

## SECTION 6.

### UNFAIR CONDUCT.

- A. Pursuant to the requirement of Section 207 (3) (b) of the Public Employees' Fair Employment Act, the Sauquoit Valley Teachers Association affirms that it does not assert the right to strike against any government, to assist or participate in any such strike, or to impose an obligation to conduct, assist or participate in such a strike.
- B. Non-Coercion Clause. The Board of Education pursuant to Section 204.1 of the Taylor Law will not conduct any act of discrimination against an employee because of the exercise of his right to form, join, and participate or to refrain from joining, forming and participating in concerted activities on behalf of any employee organization.

## SECTION 7.

### RESOLVING DIFFERENCES.

Upon agreement of both parties that an impasse has been reached, the following step will be taken:

Legal Procedures: As outlined under Section 209, subdivision 3 of the Public Employees Fair Employment Law when an impasse is declared by either party, the impasse will go to the Public Employment Relations Board.

## ARTICLE IV

### GRIEVANCE PROCEDURES

#### SECTION 1.           DECLARATION OF PURPOSE.

The establishment and maintenance of a harmonious and cooperative relationship between the Board of Education and its teachers is essential to the operation of the schools; it is the purpose of this procedure to secure, at the lowest possible administrative level, equitable solutions to alleged grievances of teachers through procedures under which they may present grievances free from coercion, interference, restraint, discrimination or reprisal, and by which the Board of Education (hereinafter sometimes referred to as the Board) and its teachers are afforded adequate opportunity to dispose of their differences without the necessity of time consuming and costly proceedings before administrative agencies and/or in the courts.

#### SECTION 2.           DEFINITIONS.

A grievance is a complaint by a member in the instructional negotiating unit, or by the Association, or by the Board of Education or its representative, that there has been a violation, misinterpretation or misapplication of any provisions of this agreement.

The term supervisor shall mean any building principal or immediate supervisor responsible for the area in which an alleged grievance arises except for the Chief School Administrator.

Professional Practices Committee is the Committee created by the Sauquoit Valley Teachers Association. This committee shall have the right to be considered a party in interest to all grievance procedures.

Day - used in this grievance procedure refers to days school is in session.

#### SECTION 3.           BASIC PRINCIPLES.

Any grievance continuing beyond Step 1 shall be submitted on the enclosed form.

The Board of Education and the Professional Practices Committee agree to facilitate any investigation which may be required and to make available any and all material and relevant documents, communications and records concerning the alleged grievance.

Except as otherwise provided in Step 1 a and b an aggrieved party and any party in interest shall have the right at all stages of a grievance to confront and cross-examine all witnesses called against him, to testify and to call witnesses on his own behalf, and to be furnished with a copy of any minutes of the proceedings made at each and every stage of this grievance procedure.

Enclosed is a sample grievance form. The Chief School Administrator shall have them printed and distributed so as to facilitate operation of the grievance procedure.

All documents, communications, and records dealing with the processing of a grievance shall be filed separately from the personnel files of the participants.

The Chief School Administrator shall be responsible for accumulating and maintaining an Official Grievance Record which shall consist of the written grievance, communications, detailed minutes and notes of testimony, as the case may be, written arguments and briefs considered at all levels other than Steps 1 and 2 and all written decisions at all stages. Official minutes will be kept at Board expense of all proceedings in Steps 3, 4 and 5. A copy of such minutes will be made available to the aggrieved party and the Professional Practices Committee within two days after the conclusion of the hearings at Steps 3, 4, and 5 and advise each party of any errors in said minutes. Any such claim of error in the minutes shall become a part of the Official Grievance Record and the Board representative shall indicate the determination made respecting such claimed error. The Official Grievance Record shall be available for inspection and/or copying by the Aggrieved Party, the Professional Practices Committee and the Board, but shall not be deemed a public record.

#### SECTION 4.                      TIME LIMITS.

Since it is important to good relationships that grievances be processed as rapidly as possible, every effort will be made by all parties to expedite the process. The time limits specified for either party may be extended only by mutual agreement.

No written grievances will be entertained as described below and such grievance will be deemed waived unless written grievance is forwarded at the first available stage within thirty (30) days after the teacher knew or could reasonably be expected to know of the act or condition on which the grievance is based.

If a decision at one stage is not appealed to the next stage of the procedure within the time limit specified, the grievance will be deemed to be discontinued and further appeal under this agreement shall be barred.

In the event a grievance is filed on or after June 1, upon request by or on behalf of the aggrieved party, the time limits set forth herein will be reduced pro rata so that the grievance procedure may be exhausted prior to the end of the school term or as soon thereafter as is possible.

#### SECTION 5.                      PROCEDURES.

Step 1. Professional Practices Committee will be notified by the aggrieved party in all matters concerning alleged grievances.

- a.        Within two days the Professional Practices Committee will meet with the aggrieved party in an attempt to resolve the grievance if one exists.
- b.        If, within seven days the alleged grievance has not been resolved to the aggrieved's satisfaction, he (the aggrieved party) may proceed to Step 2.
- c.        If the grievance has been instituted by the immediate supervisor, the first step shall be Step 1.
- d.        If the grievance has been instituted by an official other than the immediate supervisor the first step shall be Step 1 and proceed, if not resolved, to Step 4.



- e. If the grievance has been instituted by the Professional Practices Committee, the first step shall be Step 2 and proceed, if necessary, through the succeeding steps.

Step 2. A teacher having a grievance will discuss it with his supervisor, either directly, or through a representative, with the aggrieved present, with the objective of resolving the matter informally. Decisions of the supervisor will be made on the basis of these discussions or materials presented at these meetings. If the grievance is not resolved informally, it should be reduced to writing and presented to the supervisor. Within two school days after the written grievance is presented to him, the supervisor shall render a decision in writing and present it to the teacher, his representative and/or the Professional Practices Committee.

Step 3. Chief School Administrator.

- a. If the teacher initiating the grievance is not satisfied with the written decision at the conclusion of Step 2 and wishes to proceed further under this grievance procedure, the teacher shall, within five (5) school days, notify the Association's Professional Practices Committee of his dissatisfaction.
- b. If the Professional Practices Committee determines that a teacher has a meritorious grievance, then it or the teacher or his representative, will file a written appeal of the decision at Step 2 with the Chief School Administrator within twenty (20) days after the teacher has received such written decision. Copies of the written decision at Step 2 shall be submitted with the appeal.
- c. Within two (2) school days after receipt of the appeal, the Chief School Administrator, or his duly authorized representative, shall hold a hearing with the teacher and the Professional Practices Committee or its representative and all other parties in interest.
- d. The Chief School Administrator shall render a decision in writing to the teacher, the Professional Practices Committee or the teachers' representative within five (5) school days after the conclusion of the hearing.

Step 4. Board of Education.

- a. If the teacher and/or the Professional Practices Committee are not satisfied with the decision at Step 3, the Professional Practices Committee or individual teacher or his representative will file an appeal in writing to the Board of Education within fifteen (15) days after receiving the decision at Step 3. The official grievance record maintained by the Chief School Administrator shall be available for the use of the Board of Education.

- b. Within (10) days after receipt of an appeal the Board of Education shall hold a hearing on the grievance. The hearing shall be conducted in executive session.
- c. Within five (5) days after the conclusion of the hearing, the Board of Education shall render a decision in writing on the grievance.

Step 5. Arbitration.

- a. After such hearing, if the aggrieved party (teacher or Association) is not satisfied with the decision at Step 4, it may submit the grievance to arbitration by written notice to the Board of Education within fifteen (15) school days of the decision at Step 4.
- b. An arbitrator will be selected in accordance with rules and regulations of the American Arbitration Association. A second list may be requested by either party.
- c. The selected arbitrator will hear the matter promptly and will issue a decision as soon as possible after the close of proceedings. The arbitrator's decision will be in writing and set forth his findings of fact, reasoning and conclusions on the issues.
- d. The arbitrator shall have no power or authority to make any decision which requires the commission of an act prohibited by law or which is violative of the terms of this agreement.
- e. The decision of the arbitrator shall be binding on all parties.
- f. The costs for the services of the arbitrator, including expenses, if any, will be borne equally by the Board of Education and the Association.

## GRIEVANCE FORM

Date \_\_\_\_\_

Name of Aggrieved \_\_\_\_\_

Building \_\_\_\_\_ Instructional Assignment \_\_\_\_\_

Nature of Grievance \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Settlement Desired \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Signed \_\_\_\_\_ Signed \_\_\_\_\_

Aggrieved

For the Association  
(if applicable)

Aggrievor's Reply \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

**ARTICLE V**  
**LEAVE POLICY**

**SECTION 1.**            **SICK LEAVE.**

Annual Sick Leave is limited to twelve (12) days per year, all sick leave to be accumulative on an unlimited basis, as of July 1, 1953. The Board of Education reserves the right to request a medical certificate in any case of illness. Sick leave is to be used for personal medical or physical examinations. Sick leave shall be used for personal illness and illness in the immediate family (immediate family is defined in Section 4 of this article).

**SECTION 2.**            **SICK LEAVE BANK.**

The purpose of this benefit is to provide protection for the professional employee who has a disabling illness or accident which would prevent the professional employee from effectively functioning in his/her professional capacity. The school district shall provide, during the school year September through June, sick days to be used for disabling illness or accident by any professional employee. The criterion for the awarding of this additional benefit would be: (1) The professional employee shall have exhausted his/her regular sick leave accumulation. (2) The professional employee shall have been employed by the school district for a minimum of one school year. (3) As a result of a disabling illness or accident outside the course of employment, the professional employee must be unable to perform his/her duties as certified by competent medical opinion. (4) It is agreed that the Sick Bank Committee shall determine the inception of this benefit or when this benefit will be drawn. (5) The maximum number of days available for any professional employee as a result of any one disabling illness or accident shall be no more than the total number of teachers times 2.

- A. Days used from the Sick Leave Bank will be replenished at the start of each school year by the District. The days in the bank will be equal to the number of teachers times 2. This is to be done by September 1 of each year.
- B. Administration of the bank will be by a committee consisting of two (2) teachers and two (2) administrators.
- C. There will be a five (5) continuous days of absence beyond the accumulated sick leave to become eligible for benefits in the sick bank. Thereafter, pay will continue as usual.
- D. The days deducted from the bank will be only those days which are considered school days.

**SECTION 3.**            **PREGNANCY DISABILITY AND CHILD CARE LEAVE.**

A.    **Pregnancy Disability.**

Any pregnant teacher not on an unpaid leave is entitled to use accrued sick days during the period of disability. The period of disability will be determined by the teacher's physician.

If complications develop which extend this period of disability, a teacher without accrued sick leave days may request use of sick bank days.

B. Child Care Leaves

Unpaid child care leaves will be given to requesting teachers in connection with a birth, adoption or placement of foster children. Teachers taking such leave must make the request in writing to the Chief School Administrator at least thirty (30) calendar days prior to the commencement of the leave, except in cases of adoption where the teacher should give as much notice as possible. The teacher may take the leave for a period not to exceed two (2) years and ending on a semester or term break.

If a teacher wishes to return on a semester or term break prior to the scheduled return date, he/she may do so by giving forty-five (45) calendar days notice to the Chief School Administrator. A teacher may also request to return during a semester, and such request may be granted at the discretion of the Chief School Administrator.

A teacher may request an extension of a child care leave, however, that extension will be at the discretion of the Chief School Administrator.

In the event the teacher does not intend to return at the expiration date of a granted leave, the teacher must submit resignation to the Chief School Administrator in writing.

SECTION 4 OTHER ALLOWABLE ABSENCES

Allowable absences other than personal illness: absences will be allowed for death in the immediate family (husband or wife, or mother, father, brother, sister, son, daughter, grandchild, grandparent, or in-laws in the same classification); any serious health condition in the immediate family inclusive of childbirth in which the family member is under the doctor's care. Such absences are not to exceed five (5) days per school year for death in the immediate family and two (2) days for family illness.

On or before September 15 of each school year, each teacher is given a written statement of the number of sick leave days accumulated up to June 30 of the previous school year.

SECTION 5 PERSONAL LEAVE PROVISIONS

A. A maximum of four (4) days will be granted to teachers for personal business reasons. Three of these days shall be granted by stating "Personal Business" only. One (1) day may be granted for reasons listed below or for other reasons acceptable to the CSA.

1. Legal matters such as house closings, income tax hearings, court appearances for traffic violations, probating wills, obtaining licenses, compensation hearings
2. Funerals which warrant such attendance

3. Ceremonies such as graduation of teacher, spouse, or child; participation in religious ceremonies such as baptism, confirmation, circumcision of child; day of wedding ceremony, honors and awards ceremonies involving the teacher or his immediate family.
  4. Religious observances such as religious holidays of his or her particular faith not covered in the regular school calendar.
- B. Up to two (2) unused personal leave days will be added to accumulated sick leave, provided that one "Personal Business Only Day" was not used.

SECTION 6.                      SABBATICAL LEAVE.

1. The District will grant four (4) summer sabbaticals each year. Each sabbatical will be for \$1,000.
2. To be eligible, a teacher must:
  - (a) have taught at least two (2) years in the District;
  - (b) not have been on a sabbatical within the past five (5) years;
  - (c) file the application by May 15th of the year the sabbatical is to be taken;
  - (d) develop a program of study in the field in which the teacher is employed.
3. A committee of three (3) teachers chosen by the Association and one (1) Administrator chosen by the Superintendent will rank all applicants.
4. The Board is not required to choose the top four (4) ranked applicants, but may choose any four (4).
5. The Board will notify all applicants of its decision after the "first" regular Board meeting in June.
6. Payment for the summer sabbaticals will be made to approved applicants on or before July 1.
7. The teacher shall return to the District for the next school year or return the \$1,000.

**ARTICLE VI**

INSURANCE

SECTION 1.                      HEALTH INSURANCE.

Employees who earn at least \$7,500 or work twenty (20) hours per week, or are head of household, are eligible for the District's Health Insurance Plan (GHI). The Board of Education and the employees share the cost of the premium in the following manner:

- A. The Board of Education will pay 92.5% of the individual plan and 82.5% of the family plan. Effective July 1, 2001, the Board will pay 90% of the individual plan and 80% of the family plan.
- B. If a change in plans is contemplated, a joint committee shall be established to study comparable or better health insurance coverage at a savings in cost. Some of the savings may be used to improve dental insurance and/or to add life insurance. No changes shall be made without Board of Education and Sauquoit Valley Teachers Association approval.
- C. The parties agree that as a result of the change from Connecticut General to GHI, the out of pocket expense for procedures covered by the District's health insurance per person will be limited to \$1,000 per annum beyond deductible and co-insurance payments and \$2,000 per annum for family beyond deductible and co-insurance payments. The District will agree to pay the difference between what has been agreed to above and a standard of Reasonable and Customary rates as established by H.I.A.A. (Health Insurance Association of America).

#### SECTION 2. DENTAL INSURANCE.

The District will pay up to \$18.00 per month per participating member for the Dental Plan.

#### SECTION 3. LIFE INSURANCE.

The District will provide a \$5,000 life insurance policy for employees who are in the Health Plan.

#### SECTION 4. RETIREES HEALTH INSURANCE.

- A. For those who retired prior to July 1, 1988, the Board of Education will pay 50% of individual plan and 35% of the family plan for all eligible retirees.
- B. For those who retire on or after July 1, 1988, and prior to July 1, 1990, the Board of Education will pay 65% of the individual plan and 45% of the family plan for all eligible retirees.
- C. For those who retire on or after July 1, 1990, the Board of Education will pay 100% (minus \$1.00 per year) of the individual plan and 45% of the family plan for all eligible retirees.
- D. For those who retire on or after July 1, 1990, the Board of Education will pay the amount specified in Section 2. per month per participating member for the Dental Plan for all eligible retirees.

#### SECTION 5. IRS 125 PLAN.

The District shall provide members of the bargaining unit with a comprehensive IRS 125 Plan. All costs associated with implementing and maintaining plan shall be paid by the District.

## ARTICLE VII

### SALARY SCHEDULES

#### EXPLANATIONS TO SALARY SCHEDULES ATTACHED:

Horizontal movement on the salary schedule may be accomplished by earning course credit subsequent to the granting of the Bachelors Degree. Credit will be allowed under the following conditions.

- A. Undergraduate courses in subject matter pertinent to a teacher's field may be accepted for credit toward salary increments on the basis of two (2) hours credit for every three (3) undergraduate credit hours.

Note: The decision regarding pertinence of the course taken to the teacher's field to be determined by the Chief School Administrator.

- B. Graduate courses apply as one credit for each credit granted.

Graduate hours will be paid at the rate indicated beyond the appropriate column on the Salary Schedule in blocks of 5 up to a maximum of 120.

- C. Teachers who have earned course credit toward salary differentials on the salary schedule must submit an official transcript or official notice to the Chief School Administrator before authorization is made for payment.

Authorization for a change in salary status in accordance with the salary schedule will be instituted by the Chief School Administrator.

1. Transcripts or official notice for courses completed between September and January must be submitted on or before March 1st in order to receive salary credit for such courses. If this changes the salary status in mid-year, payment for half the differential will be made during that school year.
2. Transcripts of official notice for courses completed between February and August must be submitted on or before September 30 in order to receive salary credit for such courses.



## SALARY SCHEDULES

2000 – 2001			2001 – 2002			2002 - 2003		
	<b>B</b>	<b>B +30</b>		<b>B</b>	<b>B +30</b>		<b>B</b>	<b>B +30</b>
7	28607	30797	7	29010	31200	8	30870	33060
8	30057	32247	8	30460	32650	9	32320	34510
9	31507	33697	9	31910	34100	10	33770	35960
10	32957	35147	10	33360	35550	11	35220	37410
11	34407	36597	11	34810	37000	12	36670	38860
12	35857	38047	12	36260	38450	13	38120	40310
13	37307	39497	13	37710	39900	14	39570	41760
14	38757	40947	14	39160	41350	15	41020	43210
15	40207	42397	15	40610	42800	16	42470	44660
16	41657	43847	16	42060	44250	17	43920	46110
17	43107	45297	17	43510	45700	18	45370	47560
18	44557	46747	18	44960	47150	19	46820	49010
19	46007	48197	19	46410	48600	20	48270	50460
20	47457	49647	20	47860	50050	21	49720	51910
21	48907	51097	21	49710	51900	22	51570	53760
22	50357	52547	22	51160	53350	23	53020	55210
23	52507	54697	23	53510	55700	24	55370	57560
24	54907	57097	24	55910	58100	25	57770	59960
25	57307	59497	25	58310	60500	26	60170	62360

### LONGEVITY

At 26	2000		At 26	2300		At 26	2300
At 27	2000		At 27	2300		At 27	2300
At 32	1800		At 32	1800		At 32	1800

*Graduate Hours: \$73 each*

*Masters: \$675*

## TEACHER ASSISTANT SALARY SCHEDULES 2000-2003

Effective July 1, 1988, Teaching Assistants shall be included in the bargaining unit represented by the Sauquoit Valley Teachers Association and shall be afforded all rights and benefits of the agreement negotiated by the Sauquoit Valley Teachers Association and the Sauquoit Valley Central School District with the exception listed below:

Teaching Assistants shall be ineligible for Sabbatical Leave benefits under Article V, Section 6.

	<u>2000-2001*</u>		<u>2001-2002**</u>		<u>2002-2003***</u>
1	10450	1	11100	1	11750
2	10650	2	11300	2	11950
3	11305	3	11955	3	12605
4	11795	4	12445	4	13095
5	12285	5	12935	5	13585
6	12775	6	13425	6	14075
7	13265	7	13915	7	14565
8	13850	8	14500	8	15150
9	14450	9	15100	9	15750
10	15050	10	15700	10	16350
11	15650	11	16300	11	16950
12	16250	12	16900	12	17550
13	16850	13	17500	13	18150
14	17450	14	18100	14	18750
15	18050	15	18700	15	19350
16	18650	16	19300	16	19950
17	19250	17	19900	17	20550
18	19850	18	20500	18	21150
19	20450	19	21100	19	21750
20	21050	20	21700	20	22350
21		21	22300	21	22950
22		22		22	23550

\* \$290 for 12 years of service in the District. \$575 for Step 18 and 19. Longevity: \$600 after Step 20.

\*\* \$290 for 12 years of service in the District. \$575 for Step 18 and 19. Longevity: \$600 after Step 21.

\*\*\* \$290 for 12 years of service in the District. \$575 for Step 18 and 19. Longevity: \$600 after Step 22.

**ARTICLE VIII****EXTRA PAY SCHEDULES - SECTION I. ATHLETIC**

	2000-01		2001-02		2002-03	
	1-4 Yrs.	5+ Yrs.	1-4 Yrs.	5+ Yrs.	1-4 Yrs.	5+ Yrs.
Varsity Football	3673	4040	3829	4211	3982	4380
Assistant Varsity Football	2791	3070	2909	3201	3026	3329
J.V. Football Coach	2791	3070	2909	3201	3026	3329
Assistant J.V. Football	2175	2391	2267	2493	2358	2593
Jr. High Football	2501	2751	2607	2868	2712	2983
Asst. Jr. High Football	2175	2391	2267	2493	2358	2593
Varsity Cross Country	2501	2751	2607	2868	2712	2983
Assistant Cross Country	869	957	906	998	943	1038
Varsity Basketball-Boys	3673	4040	3829	4211	3982	4380
J.V. Basketball-Boys	2537	2791	2645	2909	2751	3026
7th Grade Basketball-Boys	1196	1316	1247	1372	1296	1426
8th Grade Basketball-Boys	1196	1316	1247	1372	1296	1426
Varsity Volleyball-Boys	1994	2193	2079	2287	2162	2378
Varsity Wrestling	3438	3782	3584	3943	3728	4101
J.V. Wrestling	2356	2592	2456	2702	2554	2810
Jr. High Wrestling	2175	2391	2267	2493	2358	2593
Varsity Baseball	2522	2774	2629	2892	2734	3007
J. V. Baseball	1812	1993	1889	2078	1964	2161
Jr. High Baseball	1630	1794	1700	1870	1768	1945
Varsity Track-Boys	2751	3026	2868	3155	2983	3281
Asst. Track -Boys	1812	1993	1889	2078	1964	2161
Jr. High Track-Boys	1450	1595	1512	1663	1572	1729
Varsity Golf	1450	1595	1512	1663	1572	1729
Varsity Tennis-Boys	1812	1993	1889	2078	1964	2161
Varsity Soccer-Boys	2293	2522	2390	2629	2486	2735
J. V. Soccer-Boys	1630	1794	1700	1870	1768	1945
Jr. High Soccer-Boys	1450	1595	1512	1663	1572	1729
Athletic Director	3997	4396	4167	4583	4333	4766

Varsity Field Hockey	2063	2270	2151	2366	2237	2461
J.V. Field Hockey	1630	1794	1700	1870	1768	1945
Jr. High Field Hockey	1269	1395	1323	1454	1376	1512
Varsity Volleyball-Girls	3209	3530	3345	3679	3479	3827
J.V. Volleyball-Girls	2356	2592	2456	2702	2554	2810
Jr. High Volleyball-Girls	1450	1595	1512	1669	1572	1736
Varsity Basketball-Girls	3209	3530	3345	3680	3479	3827
J.V. Basketball-Girls	2537	2791	2645	2909	2751	3026
7th Grade Basketball-Girls	1196	1316	1247	1372	1296	1426
8th Grade Basketball-Girls	1196	1316	1247	1372	1296	1426
Varsity Softball	2522	2774	2629	2892	2734	3007
J. V. Softball	1812	1993	1889	2078	1964	2161
Jr. High Softball	1630	1794	1700	1870	1768	1945
Varsity Track-Girls	2751	3026	2868	3155	2983	3281
Asst. Track-Girls	1812	1993	1889	2078	1964	2161
Jr. High Track -Girls	1450	1595	1512	1663	1572	1729
Varsity Soccer-Girls	2293	2522	2390	2629	2486	2735
J.V. Soccer-Girls	1630	1794	1700	1870	1768	1945
Jr. High Soccer-Girls	1450	1595	1512	1663	1572	1729
Varsity Tennis-Girls	1630	1794	1700	1870	1768	1945
Cheerleading - Varsity	2609	2870	2720	2992	2829	3112
Cheerleading - Assistant	1305	1436	1361	1497	1415	1556
Girls Coordinator	2765	3041	2882	3170	2997	3297
Clock Operator (Per Night)		53.34	55.61		57.84	
Chaperones (Per Night)		53.34	55.61		57.84	
High School Intramurals (Per Hour)		12.20	12.72		13.22	
Football Photography (Per Hour)		12.20	12.72		13.22	
Elementary Intramurals (Per Hour)		12.20	12.72		13.22	

\* Hourly rate for those not covered by bargaining unit contracts with District shall be \$6.15/hour.

**SECTION 2. NON-ATHLETIC ACTIVITIES**

	<b>2000-01</b>		<b>2001-02</b>		<b>2002-03</b>	
	1-4Yrs.	5+Yrs.	1-4Yrs.	5+Yrs.	1-4Yrs.	5+Yrs.
Dramatics Director	2648	2913	2760	3037	2871	3158
Special Work on Stage	1599	1759	1667	1833	1734	1907
School Newspaper	1599	1759	1667	1833	1734	1907
Yearbook Advisor	2648	2913	2760	3037	2871	3158
Assistant H.S. Yearbook	915	1006	954	1049	992	1091
Senior Class Advisor (2)	799	879	832	916	866	953
Junior Class Advisor	427	470	446	490	463	509
Sophomore Class Advisor	305	336	318	350	331	364
Freshman Class Advisor	305	336	318	350	331	364
Student Council Advisor	1599	1759	1667	1833	1734	1907
Middle School Student Council	799	879	832	916	866	953
Band	1599	1708	1667	1780	1734	1851
Middle School Yearbook	1242	1366	1294	1424	1346	1481
Elementary Memory Book	799	879	832	916	866	953
Great Book Series/Person	319	351	333	366	346	381
Color Guard – Fall	480	528	500	550	520	572
Color Guard – Spring	319	351	333	366	346	381
Content Area Coordinators	1078	1186	1124	1237	1169	1286
Forensics	2648	2913	2760	3037	2871	3158
Assistant Forensics	915	1006	954	1049	992	1091
Literary Magazine	392	432	409	450	425	468
National Honor Society H.S.	548	603	572	629	595	654
National Honor Society M.S.	427	470	446	490	463	509
SADD H.S.	548	603	572	629	595	654
SADD M.S.	427	470	446	490	463	509
Colgate Seminar	640	704	667	734	694	763
Morning Program Coordinator	427	470	445	489	463	509
Math Counts Advisor	427	470	445	489	463	509
Student Council Advisor Elem.	427	470	445	489	463	509
Peer Mediation Advisor Elem.	427	470	445	489	463	509
Service Club Advisor Elem.	427	470	445	489	463	509
Math Counts Assistant	319	351	333	366	346	381
Bird Club Advisors (2)	427	470	445	489	463	509

**SECTION 3. EXTRA PAY – BUS DRIVING**

In cases where a bus driver is not available, a teacher may agree to drive a bus to a league sponsored activity. If he is involved with a sponsored activity, he will be paid the bus driving rate for the driving time only. If he drives and he is not involved with the sponsored activity, he will be paid the regular bus driver's rate.

## ARTICLE IX

### TEACHING CONDITIONS

#### SECTION 1. ASSIGNMENTS.

No secondary teacher (6-12) will be assigned more than six (6) periods of classroom instruction, and will be provided with one (1) period of preparation in an eight (8) period schedule and two (2) periods of preparation in a nine (9) period schedule, and one (1) supervisory period. Every effort will be made to assign no more than three (3) preparations whenever possible. It is understood that the current practice of group planning will continue.

Every elementary teacher and every elementary teaching assistant will be scheduled a minimum preparation time during the normal student day as follows:

Teachers: thirty (30) minutes

Teaching assistants: twenty (20) minutes

Acceptable exceptions will include parent conference days, or unusual circumstances where coverage is needed.

Teachers shall receive notification of their assignments for the ensuing school year, including grades and/or subjects, in writing by June 15th or as early as practicable.

In making teaching assignments, the convenience and wishes of the teacher will be given consideration unless they conflict with instructional requirements of the school system.

#### SECTION 2. CLASS SIZE.

Except as provided in "b" below, class sizes should conform to the following:

- A. Primary Grades - 25 children  
Grades 4-6 - 27 children  
Jr.-Sr. High - 25 children
- B. Acceptable reasons for altering the class size may be any of the following:
  - 1. Full time personnel employed by the District are unavailable to create any additional class or classes.
  - 2. Conformity to class size would result in half or part-time positions.
  - 3. A class larger than the above is necessary in order to provide for specialized or experimental instruction.
  - 4. A class larger than the above is necessary for placement of pupils in a subject class for which there is only one on a grade level.
  - 5. Physical Education, Band, and Choir may exceed the above described limits.

- C. In the event a reduction in the teaching staff is contemplated, which may affect class size, the President of the Association will be notified by the Chief School Administrator prior to the reduction and Association representatives (2) will be given an opportunity to express their views to the Board.

SECTION 3. OTHER TEACHING CONDITIONS.

When a teacher is assigned to another teacher's class for part of a period, or to another teacher's homeroom, it is to be understood that these "covering" duties will be assigned only during some unexpected emergency and on a day-to-day basis. For this reason, the delegation of these duties must be equalized as much as possible in all school buildings.

SECTION 4. TEACHER AIDES.

Teacher should obtain some relief from clerical, playground, lunch and other such duties, which may be considered non-instructional and which may legally be assigned to non-professional aides. The time thus gained from this relief would allow more professional use of the teacher's time for instructional purposes.

SECTION 5. LESSON PLANS.

Each teacher is expected to have written lesson plans for those times when he is unable to be in his classroom.

SECTION 6. SNOW DAYS.

Teachers may report to school on these days if they desire to work at their own leisure. Attendance on these days is not mandatory.

SECTION 7. RIGHT OF REPRESENTATION AT MEETINGS.

Any teacher, at his request, shall have the right to be accompanied by a representative of the Association at any official meeting with a member of the administration or the Board when said meeting involves disciplinary action.

SECTION 8. REDUCTION OF STAFF.

Whenever the staff is reduced in number, the administration shall make reasonable efforts to reduce through attrition, subject however, to consideration of certification and seniority.

SECTION 9. SENIORITY.

Seniority shall be determined by length of service in the District. In instances where commencement of service is identical, seniority shall be determined as follows:

- 1.) By the date of Board appointment, then if equal,
- 2.) By the order of appearance in the Board resolution.

## SECTION 10. TRAVEL TIME.

Association members assigned to travel between buildings will be given 15 minutes for travel time.

## **ARTICLE X**

### OBSERVATION AND EVALUATION OF TEACHERS

#### **A. Non-Tenured Teachers.**

1. Non-tenured teachers shall be observed formally at least once during the first semester with at least 48 hours notice. At least one (1) observation will be made by the Building Principal. Other observations may be made without appointment but no written report need be made. If the teacher is not observed within the specified period after the first observation notice the teacher will be provided with a second notice which will specify the time and date of the next observation.
2. Reports of the announced observations shall be both written and oral within one (1) week of the observation. Reports shall be countersigned by both observer and the teacher observed. In the event of disagreement concerning the terms or accuracy of observation, the teacher observed shall have the right to file a written rebuttal within five (5) days, which shall be signed by the observer.
3. The Building Principal will notify each teacher of his/her recommended status one hundred twenty (120) days prior to the end of his/her probationary appointment.

#### **B. Tenured Teachers.**

1. Shall be observed at least once yearly by formal appointment with at least 48 hours notice. If the teacher is not observed within the specified period after the first observation notice the teacher will be provided with a second notice which will specify the time and date of the next observation.
2. The same conditions regarding consultation and signing of observation report as stated in Section a (2), will also apply to tenure teachers.

## **ARTICLE XI**

### FAIR DISMISSAL

A teacher who is given notice of dismissal after two (2) full years of employment may request a hearing before the Board of Education in executive session.

The Board may provide verbal and written reasons for said teacher's termination of employment and may reconsider the teacher for continued employment when sufficient evidence is presented to merit it.



## ARTICLE XII

### IN-SERVICE COURSES and CURRICULUM DEVELOPMENT

#### SECTION 1. IN-SERVICE COURSES.

Professional Educational Improvement Courses shall be rated at one (1) graduate credit for every fifteen (15) in-service hours (paid in-service courses are excluded).

Teachers and Teaching Assistants shall keep in-service hours records and submit them to the District after fifteen (15) hours have been accumulated.

Teaching Assistants will be granted credit for in-service courses. Every fifteen (15) in-service hours shall be rated at one-half the rate for teachers. Teaching Assistants shall be paid after thirty (30) hours have been accumulated.

Staff members shall be reimbursed \$50 per day for instructing and/or coordinating in-service programs.

In-service trainers will be paid \$15 per hour for courses taught after school at the request of the Superintendent.

#### SECTION 2. CURRICULUM DEVELOPMENT.

Most curriculum development work is to be done cooperatively through BOCES. However, if curriculum development work is at the request of the Sauquoit District only, then the teachers will be paid at the rate of \$50 per half day.

## ARTICLE XIII

### PERSONNEL FILE

SECTION 1. There shall be one (1) official file maintained in the central administrative office.

SECTION 2. Teachers shall have the right to review their file, exclusive of pre-employment recommendations and other similar pre-employment confidential information. Copies of other material may be made at cost of the teacher. The file shall not be removed from the office by the teacher or his representative.

SECTION 3. Teacher has the right to attach his/her rebuttal comments to anything placed in the file.

SECTION 4. All items shall be placed in the official file within fifteen (15) school days following the incident involved or within fifteen (15) school days from the time it first became known to the Chief School Administrator.

## ARTICLE XIV

### PAYCHECKS AND PAYROLL DEDUCTIONS

#### SECTION 1.

Paychecks will normally be distributed on Friday. The first payroll of a school year shall be at the conclusion of the first week of school. This shall be followed by a second check one week later. These checks shall each be one half of the normal bi-weekly paycheck. After the second check, payroll shall resume its normal bi-weekly distribution.

#### SECTION 2.

##### DIRECT DEPOSIT.

Teachers have the right to direct deposit to Fleet Bank on net pay. Transfer may be made to participating credit unions and banks.

Upon written request an automatic deduction from the teacher's check will be made to the First Source Federal Credit Union.

#### SECTION 3.

##### TAX SHELTERED ANNUITIES.

Payroll deductions for tax sheltered annuities shall be granted upon request by a teacher. This must be in writing and directed to the C.S.A. on the appropriate form supplied by the insurance company. The same amount is to be specified for deduction from each paycheck. In order to terminate the program, the teacher must notify the insurance company, in writing, and forward a carbon copy to the school business office. Failure to notify the school business office will result in a continuation of deductions.

#### SECTION 4.

##### UNITED FUND DEDUCTIONS.

Payroll deductions for the United Fund shall be granted upon written request by a teacher. Deductions will be made from the first ten (10) checks commencing after completion of the fund drive.

#### SECTION 5.

##### DUES DEDUCTION

Payroll deductions for local, state and national teachers' association dues shall be granted upon written request of a teacher. Such deductions to be made from the first fifteen (15) checks commencing after the first week in October.

The District will provide payroll deduction for participants in the NYSUT Benefit Trust.

## ARTICLE XV

### ASSOCIATION PRIVILEGES

The Sauquoit Valley Teachers Association is hereby granted the following:

- SECTION 1. The right to collect dues by payroll deduction for those members who elect to pay in this manner.
- SECTION 2. The right to the use of school facilities pursuant to policy number 1413. For the purpose of interpreting this policy, it is recognized that the SVTA is considered a school group.
- SECTION 3.
- A. A total of six (6) days shall be granted the Association for its representatives to attend the House of Delegates meeting and/or Retirement System meeting without loss of leave time and with the costs of the substitute teacher for the first four (4) days borne by the District. The Association shall bear the cost of the substitute for the fifth and sixth days, if used.
  - B. It is understood that many situations will arise in which the Association President must be absent. After consultation with the Superintendent, four (4) days may be used by the Association President to attend to these situations.

## **ARTICLE XVI**

### **DISTRIBUTION OF AGREEMENT**

The administration will provide and distribute copies of the Agreement to all members of the faculty when the copies are prepared. New teachers will receive a copy of the Agreement when they are employed. In addition the Association is to be given an additional ten (10) copies.

## **ARTICLE XVII**

### **JURY DUTY**

A teacher called for jury duty will be reimbursed at full pay while serving on jury duty. If the teacher is dismissed before noon from jury duty, he/she is to report to work for the remainder of his normal workday.

## **ARTICLE XVIII**

### **SCHOOL CALENDAR**

Prior to the recommendation of the Chief School Administrator to the School Board concerning the school calendar, he will meet with the Executive Committee of the Association to review its wishes concerning the calendar for the next school year.

A copy of the proposed calendar will be presented to the Association President prior to or at the same time as it is presented to the Board of Education.

## **ARTICLE XIX**

## MILEAGE REIMBURSEMENT

The District shall reimburse teachers for their use of personal automobiles on approved official business at the rate of .30 cents per mile. Mileage expense vouchers shall be submitted to the CSA within five (5) working days from the conclusion of the aforementioned official business.

## **ARTICLE XX**

### REPRESENTATION ON ADVISORY COMMITTEE

Representation on advisory committee will be granted to the faculty in matters concerning school budget, building or expansion of facilities, and possible consolidation with other school districts.

## **ARTICLE XXI**

### RETIREMENT PAY

Effective September 1, 1988:

Retirement pay shall equal the total number of accumulated sick days times \$55 or times the first year substitute teacher daily rate for certified teachers, whichever is higher. A lump sum payment will be made on or about the date of retirement.

Requirements are as follows:

1. Ten (10) years service in the District.
2. Notice in writing to the Superintendent at least four (4) months prior to date of retirement. Superintendent may waive this requirement at his/her discretion.
3. Retirement under New York State Teachers' Retirement Plan.

## **ARTICLE XXII**

### WORK YEAR

Bargaining unit members will not be required to work more than one-hundred eighty-one (181) days.

SIGNATURE PAGE

1/24/2001  
(DATE)

Gail P. Farrell  
PRESIDENT, SAUQUOIT VALLEY  
TEACHERS ASSOCIATION

1/24/2001  
(DATE)

Robert J. Hanna  
CHIEF SCHOOL ADMINISTRATOR  
SAUQUOIT VALLEY CENTRAL SCHOOL

SAUQUOIT VALLEY CENTRAL SCHOOL  
Sauquoit, New York 13456

SABBATICAL LEAVE APPLICATION

Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

I. PREPARATION:

High School: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

College: \_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Degree: \_\_\_\_\_

Additional Preparation - College:

\_\_\_\_\_

Year of Graduation: \_\_\_\_\_

Degree: \_\_\_\_\_

<u>Name of School or College</u>	<u>Date Attended</u>	<u>Title of Course Completed</u>	<u>Semester Hour Credit</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

II. CERTIFICATES AND DIPLOMAS ISSUED BY NEW YORK STATE

<u>Certificate No.</u>	<u>Date Issued</u>	<u>Subject Validity</u>	<u>Time Validity</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Purpose of Sabbatical Leave - the main purpose shall be for professional advancement - upon completion of advanced study at an approved University or College.

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Name of the University or College\_\_\_\_\_

Describe briefly the purpose of your Sabbatical Leave\_\_\_\_\_

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Proposed program of study \_\_\_\_\_

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DATE: \_\_\_\_\_

SIGNATURE OF APPLICANT: \_\_\_\_\_

